

**Northwestern Lehigh School District
6493 RT 309, New Tripoli PA 18066
Workshop Meeting
District Boardroom
Wednesday, January 8, 2025, 7:00 p.m.**

1. Opening Procedures

1.01 Call to Order

The January 8, 2025, Board Meeting of the Northwestern Lehigh School District Board of Directors was called to order at 7:00 p.m. by President Todd Hernandez.

1.02 Opening exercises included the Pledge of Allegiance and a moment of silence

1.03 Roll Call

PR/AB

AB	John Casciano	PR	Todd Hernandez	PR	Todd Leiser
PR	Willard Dellicker	PR	Becky Hite	PR	Rachael Scheffler
AB	Joseph Fatzinger	PR	Lauren Hunsicker	PR	Jennifer Senavaitis

Also Present: Amy Wahl, Bill Dovico, Aileen Yadush, Luann Matika, Christie Steigerwalt, Sean McKenna, Jennifer Holman, Troy Sosnovik, Stacy Eisenhard

1.04 Approval of Agenda

Moved: J. Senavaitis

Seconded: W. Dellicker

Vote: 7 Aye, 0 Nay

1.05 President welcomed guests

1.06 Courtesy of the Floor

None at the time.

2. Personnel Agenda

2.01 Approval is requested for the personnel items as attached: (Action Item)

L. Matika said there are twenty-five items on the agenda tonight and said it is good to see a large number of student teachers.

NORTHWESTERN LEHIGH SCHOOL DISTRICT MEMORANDUM	
Office of the Director of Human Resources	
TO:	Northwestern Lehigh School Board
FR:	Luann E. Matika
DT:	January 8, 2025
RE:	Personnel Action
	
January 8, 2025 Board Meeting	

Approval is requested for the following personnel item(s):

A. RETIREMENTS/RESIGNATIONS:

1. Recommendation to accept the resignation of Luann Matika, Director of Human Resources effective date to be determined.
2. Recommendation to accept the resignation of Dale Follweiler, Substitute Van Driver effective December 7, 2024.
3. Recommendation to accept the resignation of Stephanie Andrews as a Middle School Teacher, effective December 12, 2024. Stephanie will remain as a Substitute Teacher at \$121/day and as a Substitute Instructional Assistant at \$16/hr.

B. APPOINTMENTS/NEW EMPLOYEES:

1. Recommendation to approve Reid Clymer as a Long Term Substitute Music Teacher effective date to be determined at a prorated salary of BS Step 1 (\$55,889). Reid earned his Bachelor's Degree from Moravian College.
2. Recommendation to approve the employment of Tatiana Barz as an Instructional Assistant at Northwestern Elementary, effective date pending receipt and approval of all necessary documents, at \$21.48/hr.
3. Recommendation to approve the employment of Hannah Buskirk as a Substitute Teacher, effective date pending the receipt and approval of all necessary documents at \$121/day.
4. Recommendation to approve the employment of Olivia Stofflet as a Substitute Instructional Assistant, effective date pending the receipt and approval of all necessary documents at \$16/hr.
5. Recommendation to approve the employment of Gregory Bealer as a School Police Officer, effective January 27, 2025 at \$32/hr.

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- 12.Recommendation to approve a student teaching experience at Northwestern Elementary School for Reagan Hernandez from Kutztown University with Alyssa Hansen from January 28, 2025 through May 15, 2025.
- 13.Recommendation to approve a student teaching experience at Northwestern Elementary School for Anne Metrocavage from Kutztown University with Carol Bettler from January 28, 2025 through May 15, 2025.
- 14.Recommendation to approve a student teaching experience at Northwestern Lehigh Middle School for Dalton Doyle from Kutztown University with Nathan Hunsicker from January 28, 2025 through May 15, 2025.
- 15.Recommendation to approve a student teaching experience at Northwestern Lehigh Middle School for Cara Kennedy from Kutztown University with Mary Gianelli from January 28, 2025 through March 21, 2025.
- 16.Recommendation to approve a student teaching experience at Northwestern Lehigh High School for Jessica Rios from Kutztown University with Tracy Smoyer from January 28, 2025 through May 15, 2025.
- 17.Recommendation to rescind the resignation of Douglas Rex and change his employment status from part time School Police Officer to per diem Police Officer, effective December 4, 2024.
- 18.Any additional personnel action.

Moved: T. Leiser

Seconded: R. Scheffler

Vote: 7 Aye, 0 Nay
C12: 5 AYE, 0 Nay, 2 Abs
C14: 6 AYE, 0 Nay, 1 Abs

AB	John Casciano	ABS C12	Todd Hernandez	AYE	Todd Leiser
ABS C12	Willard Dellicker	AYE	Becky Hite	AYE	Rachael Scheffler
AB	Joseph Fatzinger	ABS C14	Lauren Hunsicker	AYE	Jennifer Senavaitis

3. Curriculum/Building Issues

None at the time.

4. Policy

4.01 First Reading of the Following Policies

T. Sosnovik said there are five policies on the agenda for First Reading and reviewed the changes.

[815 - Acceptable Use Of Technology](#)

[815.3 - Mobile Device Policy - Employees](#)

[815.5 - Social Media](#)

[815.6 - Artificial Intelligence](#)

[237 - Mobile Device Policy - Student](#)

4.02 Second Reading and Final Approval of the Following Policies:

T. Sosnovik said he has received no additional questions or comments regarding these policies.

[606-Tax Collection](#)

[607-Tuition Income](#)

[608-Bank Accounts](#)

[609-Investment of District Funds](#)

[610-Purchases Subject to Bid/Quotation](#)

4.03 Recommendation to rescind the following policies:

None at the time.

5. Operations

5.01 Elk Environmental Services

S. McKenna said this is an annual agreement for emergency response services.

6. District Finances

6.01 Act 1 Resolution

C. Steigerwalt said this is a yearly resolution certifying that the 2025-26 school year tax increase will be less than or equal to the 4.0% ACT 1 index.

6.02 Tax Collector Compensation

C. Steigerwalt said it is mandated by the State to establish a compensation schedule for the tax collectors every four years. She said she is asking the Board to approve a three percent increase to our tax collector compensation and per bill rate. She said over the four years it would be a \$2,880 increase.

6.03 Mobile Ed Productions Agreement Northwestern Elementary (Action Item)

C. Steigerwalt said this is for a "Quest for Kindness" assembly at Northwestern Elementary. She said this would be paid out of student activities.

6.04 Mobile Ed Productions Agreement Weisenberg (Action Item)

C. Steigerwalt said this is for a "Quest for Kindness" assembly at Weisenberg Elementary. She said this would be paid out of student activities.

The following motion approved agenda items 6.03 and 6.04:

Moved: L. Hunsicker

Seconded: B. Hite

Vote: 7 Aye, 0 Nay

6.05 Music Theatre International Agreement

C. Steigerwalt said this is for the Middle School production of Disney's Moana Jr. play.

6.06 National Museum of Industrial History Agreement

C. Steigerwalt said this is for Weisenberg Elementary to have access to the museum and exhibits in April. She said this would be paid out of student activities.

6.07 Act 3 Children's Theatre

C. Steigerwalt said this is for Northwestern Elementary to see the performance of Robin Hood in April. She said this would be paid out of student activities.

6.08 Reports

C. Steigerwalt recommended the Board receive the following Reports for November:

**NORTHWESTERN LEHIGH SCHOOL DISTRICT
TREASURER'S REPORT AS OF
NOVEMBER 30, 2024**

GENERAL FUND (10)				
Balance-November 1, 2024	\$	41,981,542.14		
Receipts	\$	2,054,556.78		
Disbursements	\$	(4,125,129.40)		
Balance-November 30, 2024	\$	39,910,969.52		
CAPITAL RESERVE (32)				
Balance-November 1, 2024	\$	4,074,933.12		
Receipts	\$	5,764.19		
Disbursements	\$	-		
Balance-November 30, 2024	\$	4,080,697.31		
2022 Projects (38)				
Balance-November 1, 2024	\$	379,319.13		
Receipts	\$	267.21		
Disbursements	\$	(73,429.68)		
Balance-November 30, 2024	\$	306,156.66		
FOOD SERVICE (51)				
Balance-November 1, 2024	\$	470.80		
Receipts	\$	153,330.51		
Disbursements	\$	(153,320.21)		
Balance-November 30, 2024	\$	481.10		
	FUND	AMOUNT	RATE	MATURITY
New Tripoli Bank				
Certificate Deposit (CD)	General (10)	\$ 7,000,000	4.65%	05/07/25
Certificate Deposit (CD)	General (10)	\$ 6,000,000	4.65%	06/11/25
Certificate Deposit (CD)	General (10)	\$ 5,000,000	4.76%	05/29/25
Certificate Deposit (CD)	General (10)	\$ 5,000,000	4.65%	12/24/24

C. Steigerwalt asked if the Board would like Gorman & Associates to come in and present the audit. The Board did not want the auditors to come in.

6. Old Business

7. New Business

8. Communications

10.01 Courtesy of the Floor

None at the time.

11. Adjournment

T. Hernandez said there will be an Executive Session immediately following this meeting.

Upon motion by J. Senavaitis, seconded by R. Scheffler, the meeting was adjourned at 7:59 p.m.

Respectfully submitted,

John Casciano, Secretary
By S. Eisenhard, Assistant Secretary